

Access to the Commerce SharePoint Extranet Sites

Commerce Extranet Site Access

The Department of Commerce is providing extranet sites in SharePoint 2010 to make working with stakeholders external to Commerce more effective. If you are a Commerce employee or someone who works with the state email “forest” (OFM, OCIO, DSHS, etc.) then you will be able to access your account using your regular Windows Authentication login.

If you are not on the state “forest” you will need to create a **Secure Access Washington (SAW)** account before you will be able to request access to Commerce extranet sites.

In order to access Commerce applications from outside of the Commerce internal network, you will need to create a Secure Access Washington (SAW) account.

Extranet Access for Commerce and State Employee Users

If you have a state ID and login, you can access your Commerce extranet site through Windows Authentication.

When you are given the URL for the extranet site and visit the site for the first time, you will see a page that looks like this.



Department of Commerce

Innovation is in our nature.

This is the login page for accessing the Department of Commerce's Extranet SharePoint team sites.

If you are a State employee using the State of Washington network, select Windows Authentication.

If you are on public network, select the "SecureAccessWA" option.

Please select the login type:

Windows Authentication
SecureAccessWA

Getting Help

Detailed Instructions

[Detailed Instructions](#)

Commerce Customer Services

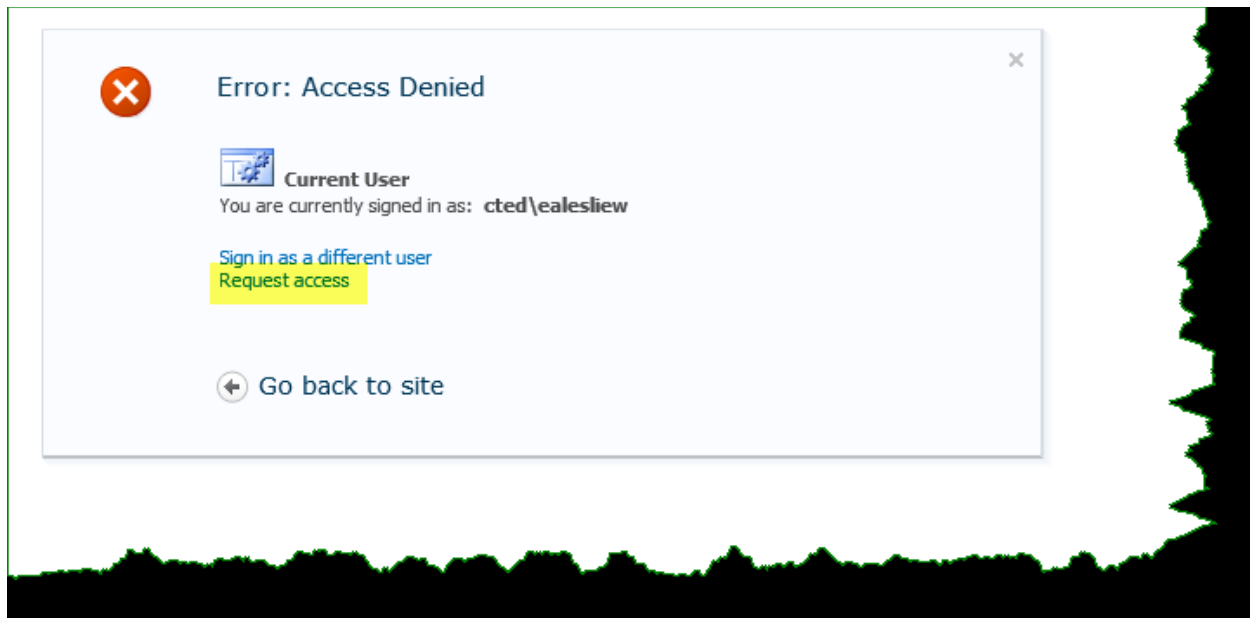
Monday -Thursday 7am - 6pm

(360) 725-2676

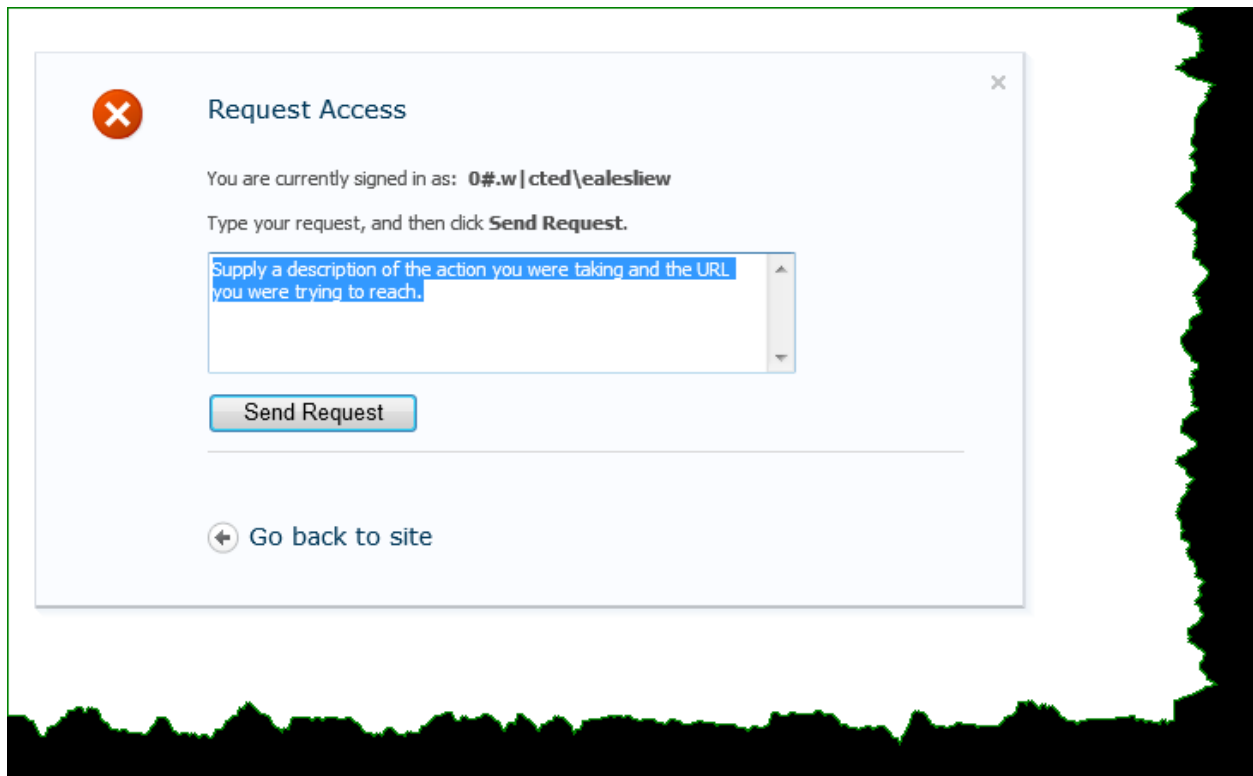
ComCustServ@commerce.wa.gov

Select "Windows Authentication" from the dropdown. Enter your state domain login name (example: cted\quincys) and password. If you have already been added to the site by the site owner, then you will be directed to the site.

If you have not been given access to the site by the site owner yet, you will see a screen that looks like this.



You will need to request access to the site, highlighted above. When you request access an email will be sent to Commerce. Please provide your name, contact information and reason for requesting access in the field provided so that the site owner is able to easily identify you and determine that you are requesting access to the right site. If they can't identify you, your contact information will help them to contact you for more information. If you have not provided enough information, you will be denied site access.



Extranet Access for External Users

In order to login if you are not a Commerce or state “forest” employee, you will need to get a SAW account and add the Commerce Extranet service. (For directions on how to create a SAW account and add a service, [click here](#).) Once you’ve signed in as a SAW user you will have access to the extranet landing page. You will then need to visit the <https://extranet.commerce.wa.gov> and sign-in using your SAW account.

The screenshot shows the Department of Commerce Extranet Team Site. The header includes the Department of Commerce logo and the tagline "Innovation is in our nature." The navigation bar contains links for Extranet, WA State Broadband, WA DD Council Staff, and HIP Monitoring and Policy. A search bar is located on the right. The main content area is titled "Welcome to the Department of Commerce's Extranet Team Site!" and explains that team sites are listed on the left hand menu. It provides instructions for first-time access, stating that users should click on the team site in the list and that an error message will be displayed. A box titled "Error: Access Denied" shows the current user's ID and a "Request access" link. The footer includes contact information for Commerce Customer Services.

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Extranet Home
Commerce Extranet

Extranet WA State Broadband WA DD Council Staff HIP Monitoring and Policy

Search this site...

My Team Sites

All Site Content


Welcome to the Department of Commerce's Extranet Team Site!

The Commerce extranet team sites where you are a member are listed on the left hand menu.

All Commerce extranet team sites are listed below.

First time access: If you need access to a team site for the first time, click on the team site in the list below. The following message will be displayed:

Error: Access Denied

 **Current User**
You are currently signed in as: dq7wl9lz9fv0p-1ww5qq4fd8-d1lw4vz0fd-tp7qq4fd1

Sign in as a different user
[Request access](#)

You must click on the "**Request access**" link. This will generate a message to the team site owner who can then provide access as appropriate. Please provide your name, contact information and reason for requesting access in the message.

Getting Help
Detailed Instructions ([link here](#))

Commerce Customer Services
Monday - Thursday 7 am - 6 pm
360-725-2676
ComCustServ@commerce.wa.gov

From here you will need to find the site you've been invited to join and request access to it. To do this, click on the link to the site.

The screenshot shows a list of Commerce Extranet Team Sites. The list is titled "All Commerce Extranet Team Sites" and contains the following items:

- Commerce Web Project Site
- WA State Broadband Office
- WA DD Council Staff
- Public Works Board
- LGID Tech Assistance
- CAU Administration
- Energy and UTC Team Site
- HIP Monitoring and Policy
- HIP WX Manual
- WorkFirst Program
- HTF AM Extranet

When you are given the URL for the extranet site and visit the site for the first time, you will see a page that looks like this.



Department of Commerce

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This is the login page for accessing the Department of Commerce's Extranet SharePoint team sites.

If you are a State employee using the State of Washington network, select Windows Authentication.

If you are on public network, select the "SecureAccessWA" option.

Please select the login type:

Windows Authentication
SecureAccessWA

Getting Help

Detailed Instructions

[Detailed Instructions](#)

Commerce Customer Services

Monday -Thursday 7am - 6pm

(360) 725-2676

ComCustServ@commerce.wa.gov

Select "Secure Access Washington" from the dropdown. Enter your SAW login information. If you have already been added to the site by the site owner, then you will be directed to the site.

If you have not been given access to the site by the site owner yet, you will see a screen that looks like this.



Error: Access Denied



Current User

You are currently signed in as: cted\ealessiew

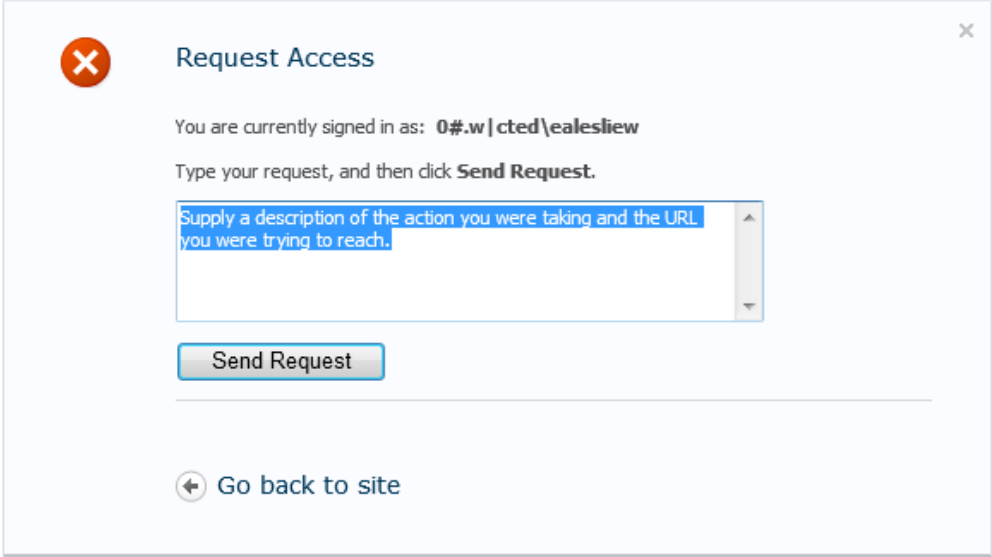
[Sign in as a different user](#)

[Request access](#)



[Go back to site](#)

You will need to request access to the site, highlighted above. When you request access an email will be sent to Commerce. Please provide your name, contact information and reason for requesting access in the field provided so that the site owner is able to easily identify you and determine that you are requesting access to the right site. If they can't identify you, your contact information will help them to contact you for more information. If you have not provided enough information, you will be denied site access.



The image shows a 'Request Access' dialog box with a light blue background and a white border. In the top-left corner is a red circle with a white 'X'. The title 'Request Access' is in blue text at the top. Below the title, it says 'You are currently signed in as: 0#.w|cted\eaalesliew'. Then it says 'Type your request, and then click **Send Request**.' Below this is a text input field with a blue border and a vertical scrollbar on the right. The text inside the field is 'Supply a description of the action you were taking and the URL you were trying to reach.' Below the text field is a button labeled 'Send Request'. At the bottom of the dialog is a link that says 'Go back to site' with a left-pointing arrow icon.

Request Access

You are currently signed in as: 0#.w|cted\eaalesliew

Type your request, and then click **Send Request**.

Supply a description of the action you were taking and the URL you were trying to reach.

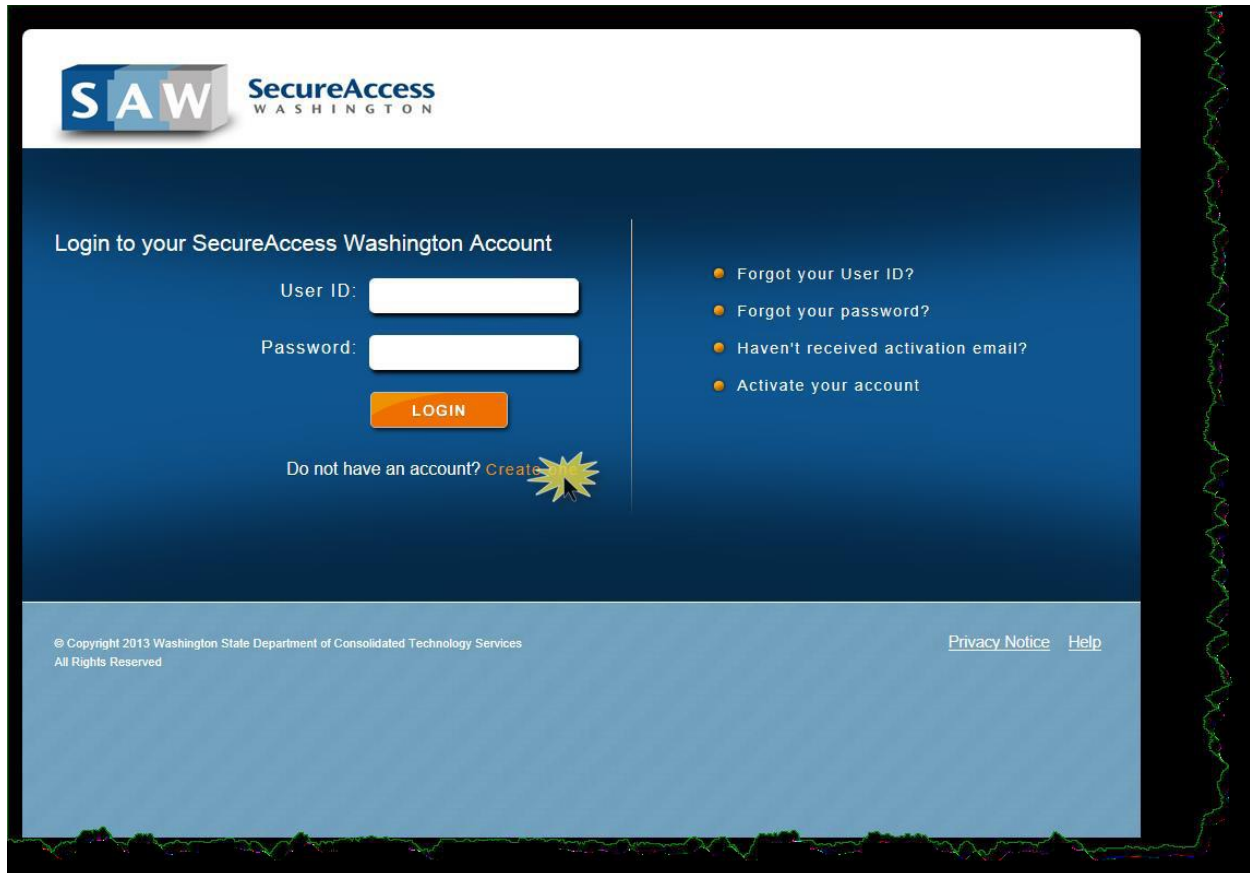
Send Request

[Go back to site](#)

Get a Secure Access Washington (SAW) Account

First go to: <https://secureaccess.wa.gov/>

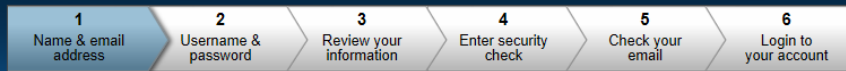
You will see a login screen. If you do not already have an account, select “create one”.

The image is a screenshot of the SecureAccess Washington login page. At the top left is the SAW logo, consisting of the letters 'S', 'A', and 'W' in blue and white, followed by the text 'SecureAccess WASHINGTON'. Below the logo, the heading 'Login to your SecureAccess Washington Account' is displayed. Under this heading are two input fields: 'User ID:' and 'Password:', each followed by a white text box. Below the password field is an orange 'LOGIN' button. To the right of the login fields is a list of links with orange bullet points: 'Forgot your User ID?', 'Forgot your password?', 'Haven't received activation email?', and 'Activate your account'. Below the login fields, the text 'Do not have an account? Create' is shown, followed by a yellow starburst icon. At the bottom left, there is a copyright notice: '© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved'. At the bottom right, there are two links: 'Privacy Notice' and 'Help'. The entire page is set against a dark blue background with a lighter blue footer area.

You'll be taken to a page briefly describing the account creation process. From there, select “Start”.



The first step in the process is to enter your personal information, including selecting a secret question and answer. The secret question and answer will be used to identify you if your email address changes and you forget your password.



Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

- select a question--
- select a question--
- What was your first teachers last name?
- What city were you born in?
- What city did your first airplane ride take you to?
- Who was your best childhood friend?
- What was the name of your first permanent employer?
- By what nickname did your friends call you when you were a child?
- What was the mascot of your high school football team?

After you enter your personal information and create your question and answer, you'll be asked for a User ID and Password.

The screenshot shows the 'SecureAccess WASHINGTON' registration interface. At the top, the 'SAW' logo is displayed. Below it, a horizontal progress bar contains six steps: 1. Name & email address, 2. Username & password (current step), 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. The main content area is titled 'Create a user ID and password'. A note states: 'NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.' Below the note are three input fields: 'User ID:' with the text 'NewUser', 'Password:' with masked dots, and 'Confirm Password:' with masked dots. At the bottom of the form are two orange buttons: 'PREVIOUS' and 'NEXT'. The footer contains the copyright text '© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved' and links for 'Privacy Notice' and 'Help'.

SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Create a user ID and password

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

User ID:

Password:

Confirm Password:

[PREVIOUS](#) [NEXT](#)

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After creating a user id and password, you'll be given the opportunity to review and print your information.

The screenshot shows the 'SecureAccess WASHINGTON' registration interface at Step 3: 'Review your information'. The progress bar at the top is the same as in the previous step, with Step 3 now highlighted. The main content area is titled 'Review your information' and includes the text: 'Here is your personal and account information.' A note states: 'NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.' Below the note, the 'Name:' field displays 'Leslie Wolff'. The footer contains the copyright text '© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved' and links for 'Privacy Notice' and 'Help'.

SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

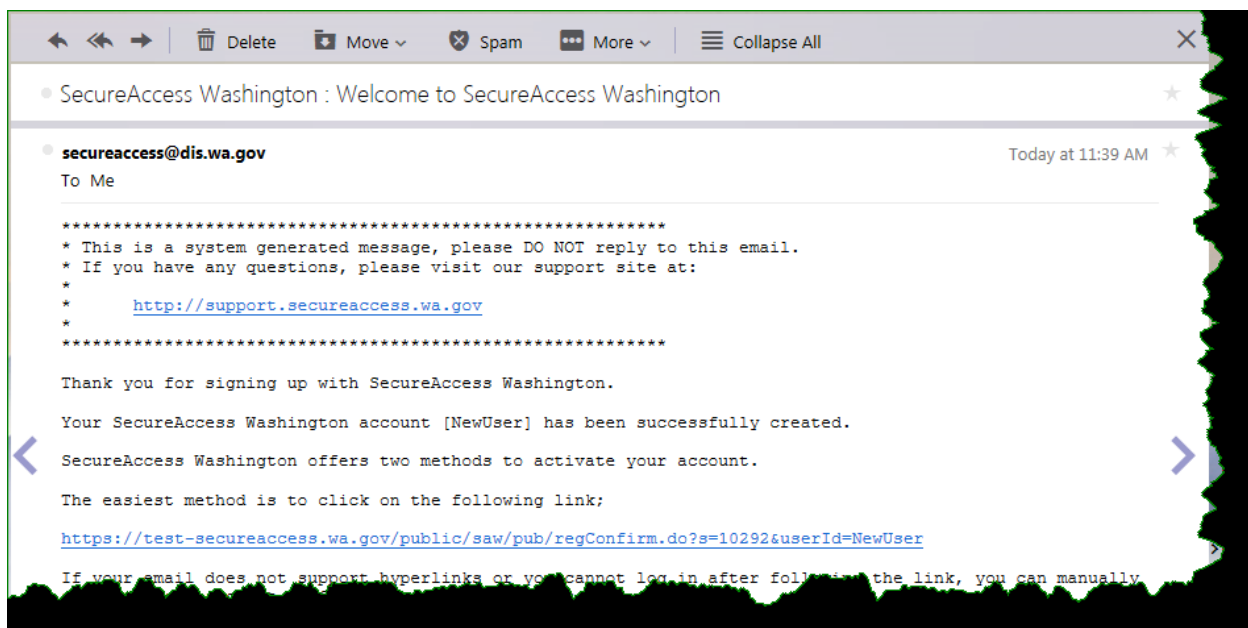
Name:

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The next step is to enter a security code. The security code is not case sensitive.

The screenshot shows the SecureAccess Washington login interface. At the top, the logo "SAW SecureAccess WASHINGTON" is displayed. Below it is a progress bar with six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check (current step), 5. Check your email, and 6. Login to your account. The main heading is "Enter security check". Below this, a message states: "Please enter the security code (Not case-sensitive): The security code helps us to prevent massive user sign-up from robot programs." A CAPTCHA image shows the word "kakak" in a stylized, colorful font. Below the image, a text input field is provided for the security code. A link "(Click here if you cannot read the code)" is next to the input field. At the bottom of the form are two orange buttons: "PREVIOUS" and "SUBMIT". The footer contains copyright information: "© Copyright 2013 Washington State Department of Consolidated Technology Services All Rights Reserved" and links for "Privacy Notice" and "Help".

After you input your security code, you will be sent a confirmation email.



Click on the hyperlink in the email. You will be taken to another log in page. This is where you enter your user id and password and access your account for the first time.

SAW SecureAccess
WASHINGTON

- 1 Name & email address
- 2 Username & password
- 3 Review your information
- 4 Enter security check
- 5 Check your email
- 6 Login to your account

Your SecureAccess Washington account has already been activated.
Login to access your account and register for services.

User ID:

Password:

LOGIN

- [Forgot your user ID?](#)
- [Forgot your password?](#)

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[Privacy Notice](#) [Help](#)

Once you've logged into SAW, you can add your selected services by clicking on the "Click here to add services" link. This will take you to a list of agencies that you can choose from. Click on Commerce.

SAW SecureAccess
WASHINGTON

Welcome, NewUser [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [Add a New Service](#)

Select an agency below to see a list of services:

- [Board for Volunteer Fire Fighters](#)
- [Community, Trade and Economic Development](#)
- [Consolidated Technology Services](#)
- [Criminal Justice Training Commission](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Ecology](#)
- [Department of Fish and Wildlife](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [Department of Natural Resources](#)
- [Department of Revenue](#)
- [Department of Social and Health Services](#)
- [Department of Transportation](#)
- [Developer Testing Only](#)

Service code:
If you have been given a service code, enter it below to apply for access to the service.

[APPLY](#)

Search services by keywords:
Enter keyword(s) below to find related services. Leave field blank to display all services.

 [AT LEAST ONE of the words](#) [SEARCH](#)

After clicking the Department of Commerce link you can see the list of available services that you can apply for.

[All Agencies](#) > [Department of Commerce](#)

Action	Service Name ▾	Description
APPLY	Commerce Contract Management System	Commerce Contract Manage Privacy Notice
APPLY	Commerce Extranet	Commerce Extranet Privacy Notice
APPLY	DDC ITARS	DDC Individual Trust Account Privacy Notice
APPLY	LIHEAP	LIHEAP Privacy Notice

Click on “apply” next to “Commerce Extranet”. You will see a confirmation page. From there, you should be able to visit the Commerce Extranet home page.



Welc

[My Secure Services](#)[Account M](#)

Service Registration Successful

Thank you for registering with agency **Department of Commerce**'s service **Commerce Extranet**.
above to access the service.